

MINUTES OF MEETING  
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the Wilford Preserve Community Development District was held on Thursday, May 18, 2023 at 6:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Louis Cowling	Vice Chairman
Linda Richardson	Supervisor
Jordan Beall	Supervisor

Also present were:

Marilee Giles	District Manager
Joe Brown	District Counsel (by phone)
Jay Soriano	Operations Manager

The following is a summary of the discussions and actions taken at the May 18, 2023 meeting.

**FIRST ORDER OF BUSINESS**                      **Call to Order**

Ms. Giles called the meeting to order at 6:02 p.m. and called the roll.

Ms. Giles asked the Board if the July meeting could be moved from July 20, 2023 to July 19, 2023.

There being no objections, the following motion was made.

On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor moving the July meeting to July 19, 2023 was approved.
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**SECOND ORDER OF BUSINESS**                      **Public Comment**

Mr. Robert Keefe, 2883 Firethorn, asked to look at a copy of the GMS contract to review what their responsibilities are as it relates to managing the pool and common areas as he does not feel that those responsibilities are being fulfilled. He also asked to review the Yellowstone contract for similar reasons. Regarding the item on the agenda relating to overnight parking rules, he asked who will be monitoring and enforcing those rules between the hours of 10pm and 6am and if it will put a burden of cost onto the residents to monitor at

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those times. Additionally, he stated that the \$10,000 allotted for security will provide for 52 four hours shifts with the Clay County Sheriff's office, which he believes is lacking. Next, he asked when the 448 Phase 4 lots will begin paying CDD assessments and whether that area will fall under a separate set of bonds. Next, he noted electric is increasing in the budget by \$1,200, however the budget is not projected to be met for this year. Similarly, refuse is projected for \$1,500 through the end of this year, however \$2,000 is being budgeted, and \$3,600 is being budgeted for Fiscal Year 2024. Next, he commented that there appears to be a surplus per home based off the budgetary needs of \$10, yet the budget is going to be increased considerably. Next, he asked when residents can begin filling seats on the board. Next, he informed the Board there are some water issues along the sidewalk next the house at the corner of Greywood and Firethorn, which has caused algae to form on the sidewalk.

Ms. Giles stated that she could send the contracts that Mr. Keefe requested. Mr. Keefe's questions related to the budget will be addressed under the discussion of the proposed Fiscal Year 2024 budget. Mr. Cowling did clarify that with items like utilities, an average will be used to project the budgetary needs for the next year. Additionally, Ms. Giles responded to his question regarding the turnover on the board from developer to resident control begins when the District is six years old and has 250 registered voters residing within the District. Next, Ms. Giles answered his question regarding the next phase, stating that the District is working on a boundary amendment now. Lastly, Ms. Giles responded to his comment regarding security, stating that at the last meeting the Board directed staff to increase the budget for security.

Mr. Leo Pacatan, 628 Ivory Palm, expressed his concern with security at the pool and stated that he thinks having security would be very beneficial as his observation is that many of the teenagers at the pool are not residents of the District.

The Board, staff and residents discussed the various options for providing more enforcement at the pool including off-duty Sheriff's officers, private security, and increased onsite staffing.

Mr. Scott Plavin asked what is being done in the budget to ensure the monitoring of pool chemicals is being done daily. He also asked if there is a way to relay to residents that it has been done such as a daily log on the side of the building. Lastly, he stated that there is a lot of confusion in the neighborhood with the residents as to who handles what for the CDD.

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Ms. Giles stated that she has a document that provides a quick summary of HOA responsibilities versus CDD responsibilities that she could tailor to Wilford Preserve and ask Mr. Bevis to send to the community via e-blast. Mr. Soriano added that a computer controls the chemicals being released into the pool and records chemical levels, staff members physically record chemical levels when they're onsite, and pool maintenance is done three times per week. He also noted there is currently not a contract in place that allows for onsite staffing on the weekends.

Mr. Scott Plavin stated that it is a public pool, and it needs to be monitored daily, regardless of money, to ensure safety.

Ms. Molly Hudson, 2816 Firethorn, asked when the cameras will get installed and if they're monitored.

Mr. Soriano responded that they have been installed and staff can review recorded camera footage as needed.

Ms. Richardson stated that costs for security camera monitoring could be compared to what it would cost to have onsite security or more staffing.

Mr. Rick Toups, 3071 Greywood, stated that before the Board jumps straight to raising fences, or contracting someone to monitor the facility, he'd like to brainstorm to find out if there is someone that can monitor both the facility and the cameras and get creative with what can be done. He also wants to look at what can be sacrificed to help fund the items higher on the priority list.

Ms. Diana Toups, 3071 Greywood, stated that she's noticed there are less kids at the pool.

Mr. Soriano stated that staff has been changing their schedule for the last month.

Mr. Chris Kimball, 3120 Firethorn Avenue, stated that he's noticed algae growing on the sidewalk in front of one of the homes that had French drains installed.

Mr. Soriano stated that pressure washing is being done annually around November.

Mr. Chris Kimball also stated that a neighborhood watch would be helpful.

Mr. Joseph Brana, 2658 Copperwood, commented if an individual approaches people alone, there is more risk involved and it becomes a liability if someone is injured or worse during the confrontation. He encouraged calling for backup before approaching anyone. He

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also informed the Board that there is a sewer drain in front of his house that doesn't seem to drain.

Ms. Richardson stated that it will be checked for a clog. Mr. Cowling added that the second of lift of asphalt is scheduled to be done in Phase 2 in early June, so if the water is on the lip of the curb, the asphalt will be raised up a quarter inch over the curb so that the water will flow into the drain.

Ms. Jess Robinson, 2755 Firethorn, stated that the landscaping near the amenity center is disgusting with one of the issues being a broken sprinkler on the athletic field. She also mentioned the need to ensure the people using the field are homeowners.

A resident commented on multiple items including: there being an issue with drainage throughout the whole neighborhood, how dark the neighborhood is at night, the faucet in the dog park being broken, issues with kids in the pool area, and speeding.

A resident asked if a non-resident child is in the pool unsupervised and drowns, if the CDD is liable. He also asked if the issues with the pool do not get rectified, can they withdraw from being charged for the pool.

Mr. Jose Duarte, 776 Sycamore Way, asked if signs are a CDD issue, such as no trespassing signs or crime watch signs.

Ms. Richardson stated that she believes the Sheriff's office installs neighborhood watch signs.

A resident asked about the status of the custom sign that was ordered that lists the pool rules.

Mr. Soriano stated that the custom sign has been ordered, but not yet delivered.

A resident commented on her concerns with speeding, the sidewalks being slippery and stated that security at the pool has always been a concern of hers.

A resident stated that he has similar concerns and that he keeps hearing that everything will cost more. He asked how soon the roads can be fixed to where they're not holding water, how soon the cameras will be in, who will be responsible for monitoring the pool and ensuring the safety of the children.

Mr. Cowling responded that the asphalt is scheduled to be done in June.

The resident also commented that more homes are being built and asked if there is going to be a bigger pool, or if there will be restrictions on pool capacity.

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Mr. Cowling responded that there is a county code requirement on the size of the pools compared to the size of the neighborhood and there are no plans to add an additional pool or expand the pool.

A resident asked if the asphalt paving will be done at night.

Mr. Cowling responded that it will be done during the day and one side will be done at a time.

A resident commented that in front of his house, larger vehicles such as buses and dump trucks must drive up on the curb to turn the corner due to cars parked around the corner.

It was noted the HOA is responsible for enforcing street parking.

Mr. Louis Lockley, 630 Lancewood, asked if there is a list of issues in the process of being resolved on the District’s website. He also stated that he was the second house built on his street and has been told some issues will be fixed once construction is complete and asked how he can find out if his issues are on the list of items to be fixed. He gave examples, including divots in the grass created by trucks driving over the grass and algae forming on the sidewalk due to sitting water. He added he’s seen people out attempting to make repairs, but the issues are never repaired properly.

Mr. Cowling stated that issues with meters are likely a warranty issue with Dream Finders. Sod has already been replaced multiple times in some areas and will be replaced again after the asphalt is poured.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the April 18, 2023 Board of Supervisors Meeting**

There were no comments on the minutes.

On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor the minutes of the April 18, 2023 Board of Supervisors meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Acceptance of the Fiscal Year 2022 Audit Report**

Ms. Giles noted that there are no significant findings to report.

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On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the Fiscal Year 2022 audit report was accepted.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals for Preparation of a Capital Reserve Study Report**

Ms. Giles presented three proposals for preparation of a capital reserve study report ranging from \$3,500 to \$5,900.

On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor the proposal from Community Advisors for preparation of a capital reserve study report was approved.

**SIXTH ORDER OF BUSINESS**

**Discussion of Issuing an RFP for Landscape Maintenance Services**

Mr. Soriano informed the Board that Yellowstone’s current contract is coming to an end and noted the budget for landscape maintenance services is at \$130,000. An RFP would offer the chance to provide a more detailed scope of services as there has been concern with the current scope. The Board discussed his proposed scope of services and made the motion below to authorize staff to work on issuing an RFP.

On MOTION by Ms. Richardson seconded by Mr. Beall with all in favor issuing an RFP and authorizing staff to work with Supervisor Cowling during the process was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-10, Approving a Proposed Budget for Fiscal Year 2024 and Setting a Public Hearing Date for Adoption**

Ms. Giles noted the public hearing will be set for July 19, 2023 at 6:00 p.m. and gave an overview of the budget.

The Board discussed increasing the pool monitor line item to \$10,000 and increasing the security line item to \$30,000 to provide time for proposals from security companies to come in. With those changes included, assessments are projected to increase to \$219.36 per year, or \$18.28 per month.

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On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor Resolution 2023-10, approving a proposed budget for Fiscal Year 2024 as revised and setting a public hearing date for July 19, 2023 at 6:00 p.m. was approved.

**EIGHTH ORDER OF BUSINESS**

**Discussion of Rules Relating to Overnight Parking and Traffic Enforcement (Public Hearing Set for June 15, 2023)**

Ms. Giles noted this item was included on the agenda as placeholder in case there were any questions or changes to be made. There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Discussion of Revised Suspension and Termination Rules (Public Hearing Set for June 15, 2023)**

Ms. Giles noted this item was included on the agenda as placeholder in case there were any questions or changes to be made. There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing further to report, the next item followed.

**B. District Engineer - Ratification of Requisition No. 162-166**

Copies of requisition numbers 162 through 166 were included in the agenda package for the Board’s review.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor requisition numbers 162-166 was ratified.

**C. District Manager – Report on the Number of Registered Voters (524)**

Ms. Giles informed the Board there are 524 registered voters residing within the District’s boundaries as of April 15, 2023.

**D. Amenity Manager – Monthly Operation and Quality Inspection Reports**

Mr. Soriano provided the Board with an amenity and operations report and proposals for lake maintenance services as he is not happy with the service from the current provider.

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The proposals will be considered in June to finalize a decision to coincide with the end of the current contract in July.

**ELEVENTH ORDER OF BUSINESS                      Financial Reports**

**A.    Balance Sheet and Income Statement**

**B.    Check Register**

Ms. Giles gave a brief overview of the financial reports, copies of which were included in the agenda package. She noted the check register totals \$25,636.61.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the check register was approved.

**TWELFTH ORDER OF BUSINESS                      Supervisors' Requests and Audience Comments**

**Audience Comments**

Mr. Leo Pacatan, 628 Ivory Palm, asked that the Board look at ways to condense contracts down and seek competitive bids to reduce costs. He also asked if when new sidewalks and concrete were poured if the CDD addresses areas that were overpoured.

Mr. Cowling responded that the CDD is only responsible for common area curbing and sidewalks.

Mr. Scott Plavin asked for clarification on the next steps in the budget process.

Ms. Giles responded that the proposed budget will be sent to the County after the meeting and a mailed notice will be sent to every resident within the next 60 days. At the July 19<sup>th</sup> meeting, the budget will be adopted following a public hearing in which residents can comment on the budget. The adopted budget is then sent to the County, and that is what they use to adjust the assessments on the property tax bills. Mr. Cowling added that the budget was just approved at the high end, so it can remain the same, or be reduced until the point that it's adopted but it cannot be increased.

A resident stated that he requested a tree be installed in front of his house months ago.

Ms. Richardson responded that the trees along the streets were installed by the builder.

A resident asked if the proposed towing policy applies to only the amenity area.



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Mr. Soriano responded anything that is District common ground. Ms. Richardson added that the District will not tow vehicles from the streets in front of homes.

**THIRTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – June 15, 2023 at 1:30 p.m. at the Plantation Oaks Amenity Center**

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Beall seconded by Mr. Cowling with all in favor the meeting was adjourned.

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*Marilee Giles*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Louis Cowling*  
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Chairman/Vice Chairman